

<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.2</p> <p>Certification of Financial Management Course</p>

#### IV. **File Certification of Financial Management Course.**

Each Individual debtor (in a joint petition, both spouses must comply) is required to file Official Form 23, Debtor's Certification of Completion of Instructional Course Concerning Financial Management or a discharge will not entered.

STEP 1      Select **Bankruptcy** from the main menu.

STEP 2      The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3      The **Case Number** screen will display.

**Enter the complete case number.** This field will default to the last case number entered by the registered user. Click **Next**.

STEP 4      The **Miscellaneous** screen will display. Select **Certification of Financial Management Course**. Use the text box to type the name of the event OR use the drop down list to locate and highlight the event. A selected event will be confirmed on the right side of the screen. Click **Next**.

STEP 5      The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

**CRITICAL ISSUE - Each individual debtor (in a joint petition, both must comply) is required to file their own certification.**

STEP 6      The **PDF Document Selection** screen will display.

◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

**NOTE:** If your PDF document exceeds 5.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments. Click **Next**.

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**CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.**

- STEP 7      At the following screen, click a radio button to indicate who is filing their certification. In a joint petition, each certification may be uploaded together if "Both" is selected. Click **Next**.
- STEP 8      The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.
- STEP 9      The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.
- STEP 10     **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.
- ◆      The NEF will be served upon all case participants authorized to receive electronic service.
  - ◆      To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.